



## Military-Connected Student Checklist

Office of Adult Learners & Veterans Affairs *Ramer Administration Building, Room 125* | [veterans.affairs@volstate.edu](mailto:veterans.affairs@volstate.edu)

### 1. Admission & Residency

- **Apply to Vol State:** Complete the online application at [Vol State Application](#).
- **Submit Photo ID:** Provide a valid Government Issued ID (Driver's License or Passport) to the Admissions Office to verify citizenship and residency.
- **In-State Tuition:** If you are a Veteran or dependent living in Tennessee but classified as out-of-state, submit your **DD-214 (Member Copy 4)** to the SCO to request a residency reclassification under Section 3679(c).

### 2. Transcripts & Academic Planning

- **Military Transcripts:** Request your official **Joint Services Transcript (JST)** or **CCAF transcript** be sent directly to Vol State Admissions for credit evaluation.
- **Prior College Transcripts:** Submit official transcripts from *all* previously attended colleges. The VA will not allow certification beyond two semesters if prior credit has not been evaluated.
- **Meet with an VA Advisor:** Ensure every class you register for is listed as "Required" in **Degree Works**. The VA will not pay for "Excess" or "Elective" courses that do not fit your specific degree plan.

### 3. Benefits Activation

- **Certificate of Eligibility (COE):** Apply for your benefits at [VA.gov](http://VA.gov) and provide a copy of your COE to your Vol State VA Advisor as soon as it arrives.
- **Federal Tuition Assistance (TA):** If using TA, you **must** get approval from your ESO *before* the semester starts. Upload your approved TA Authorization to the Army Ignited Website.

#### 4. The "Every Semester" Requirement

- [ ] **Register for Classes:** Registration should be done as early as possible.
- [ ] **Submit the VCRF:** After registering, log into **My Vol State**, go to the **Student Forms** app, and complete the **Veterans Certification Request Form (VCRF)**.

**Note:** We cannot certify your enrollment to the VA without this form. You must submit a new one every semester.

- [ ] **Schedule Changes:** If you plan to **add, drop, or swap** a class after submitting your VCRF, you must notify the SCO immediately to avoid overpayments or debts.

#### 5. Monthly Verification

- [ ] **Verify Attendance:** \* **CH 33 (Post-9/11), MGIB-AD, MGIB-SR & CH 35:** Verify via text message or email with the VA on the last day of each month.
  - **CH 30 & 1606:** Verify via the **Web Automated Verification of Enrollment website** or by calling 1-877-823-2378.

#### Critical Vol State Reminders:

- **Remedial/Developmental Courses:** ENGL 0810, READ 0810, and MATH 0101/0105/0153 **must** be taken on-campus. The VA will not pay for these if taken online.
- **Rounding Out:** If it is your final semester, talk to the SCO about "Rounding Out" options to maintain full-time status.
- **Financial Aid:** We strongly recommend all students also complete the **FAFSA** to see if they qualify for additional Pell Grants. [Federal Student Aid](#)
- **Benefits:** If you need help determining your VA Benefit, please contact your VA Advisor or visit [VA.gov](#). The Benefits are as follows:

<b>CH 33 Post 9/11</b>	<b>TN Strong Act</b>
<b>CH 31 Veterans Readiness &amp; Employment</b>	<b>Tuition Assistance</b>
<b>CH 35 Survivor's &amp; Dependent's Education Assistance</b>	<b>CH 30 MGIB-AD</b>
<b>CH 1606 MGIB-SR</b>	<b>Fry Scholarship</b>
<b>MyCAA Scholarship</b>	<b>CH 33 Transfer of Eligibility (TOE)</b>

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